

CALL FOR NOMINATIONS

VACANT ASSOCIATION MEMBER POSITIONS ON THE ISS BOARD

Good morning Parents and Guardians,

The Board is calling for nominations to fill three vacant Association member positions on the Board. Nominations will close at 4pm Thursday 16 May 2024.

The Annual General Meeting of the International Schools Association will be held on Thursday 23 May 2024. International School Suva is the educational institution conducted by the Association. If more than one nomination for the vacant Board position is received, an election will be held at the Association's AGM.

Any parent or guardian of a student enrolled in ISS is considered to be a member of the International Schools Association and can nominate for the Board position.

The current Board consists of five Association members (parents/guardians of ISS students), one staff representative each from primary school and secondary school, the Principal/Head of School (ex-officio non-voting member) as well as three non-Association members (to ensure the necessary capacities on the Board). The vacant positions are due to the term of appointment expiring for three Association members (one of whom can be re-elected for another term). Further information on current Board members is available on the ISS website: iss.school/index.php/about-us/school-board/agm .

The overall purpose of the ISS Board is to manage the business of the International Schools Association in line with our mission, vision, and new strategic plan. The legal obligations of the Board as well as the specific powers and duties of the Board are detailed in the Articles of Association.

The Board meets 10 times per year. It is expected that Board members also contribute in more detail to the work of the Board via Committee meetings which are generally held twice per quarter. There are four Board Committees: Facilities Committee, Finance Committee, Governance Committee, and Marketing & Communications Committee.

No specific experience is required for Board membership, however the following attributes and skills are highly desired:

- Commitment and dedication to regularly attend and actively contribute to Board and Committee meetings
- Willingness to consider the long-term view and developing ISS for future families
- Ability to focus on strategic matters rather than day-to-day operational management of the school
- Act ethically and transparently while maintaining appropriate confidentiality
- Display leadership skills and a willingness to work constructively with the Senior Leadership team and other Board members.

Please carefully consider your own talents and time availability to see if it is feasible for you to fill this role.

Nominations for the vacant Association member positions on the Board will close at 4pm Thursday 16 May 2024.

In order to nominate for the vacant Association member positions on the ISS Board, please email the Board Secretary @ schoolboard@iss.school.fj and provide:

- The **attached nomination form**, signed by you as well as two other Association members (ie, two other parents/guardians of ISS students, cannot be the other parent of your ISS student)
- A completed **nominee bio form (attached)**.

The term of appointment for the newly-elected Board member will be for three years.

Please note that after the AGM is complete, the Board Secretary will contact the newly-elected Association members to:

- Organise a time for new Board member orientation
- request further information and a photograph so that they can be formally included in the documentation for Board membership and added to the ISS website
- consider and sign ISS Board Code of Conduct and indicate they will abide by the Articles of the Association.

All persons nominating for the vacant Association member positions should note that the next regular **Board meeting is scheduled for Thursday 13 June 2024** and a **Special Board Meeting will be held on Thursday 30 May 2024** to endorse Board executive positions and Committee leadership.